

JOB TITLE: Corporal

SD/13

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position performs a variety of law enforcement duties to collaborate with community groups, businesses, and schools, to prevent crime, and protect life and property in the county.

MAJOR DUTIES:

- o Serves as assistant shift supervisor on a patrol shift; provides technical guidance to shift staff; provides field training to new deputies.
- o Establishes a substation in an area of the county and works to create a positive neighborhood presence.
- o Serves as School Resource Officer developing rapport and insuring security of school faculty, staff, students, parents, and facilities; attends various school functions and handles more difficult discipline problems.
- o Serves as DARE Officer preparing materials and teaching according to the approved state curriculum; creates effective relationships with students and mentors where possible.
- o Provides specialized drug searches and tracking work utilizing a K-9 unit; maintains animal readiness with training, exercise, and care; responds to after-hours calls as needed.
- o Conducts public education programs on crime prevention, home security, bike safety, and related topics; helps establish Community Watch programs.
- o Creates special educational, enforcement, or other programs focused on community needs; works with media, public officials, and other enforcement agencies to carry out special programs.
- o Prepares records and reports on activities.
- o Performs funeral, bank, and other appropriate escorts.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws, criminal and traffic laws, and department policies and procedures.

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- o Knowledge of federal, state, and local laws, criminal and traffic laws, and department policies and procedures.
- o Knowledge of civil process procedures.
- o Knowledge of the boundaries and geography of the county.
- o Knowledge of law enforcement principles, practices, methods, and equipment.
- o Knowledge of community policing, crime prevention, and school resource officer methods.
- o Knowledge of DARE program and other specialized approaches and strategies.
- o Knowledge of the criminal justice system and court procedures.
- o Knowledge of first-aid and CPR techniques.
- o Skill in the use of firearms, intoximeters, communications equipment, photographic equipment, and other standard and specialized equipment.
- o Skill in training and serving as leader to new deputies.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state criminal statutes, relevant federal laws, county ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related technical law enforcement and supervisory duties. The need to respond to a variety of emergency situations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform community crime prevention and law enforcement activities. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with the general public, other county employees, judges, attorneys, representatives of other public safety agencies, co-workers, suspects, victims, persons convicted of crimes, various court personnel, school personnel, and law enforcement representatives from federal, state, and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to restrain people and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, a vehicle, or outside. The employee may be exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position may have functional supervision over Deputy Sheriff positions.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.